

NONCONTRACT GRIEVANCE FORM

<u>Name of Employee (Grievant)</u>	<u>Social Security Number</u>	<u>Department</u>
<u>Classification</u>	<u>Work Unit</u>	<u>Immediate Supervisor</u>
<u>Work Address</u>	<u>City, State & Zip Code</u>	<u>Work Phone Number</u>
<u>Home Address</u> *	<u>City, State & Zip Code</u> *	<u>Home Phone Number</u> *
<u>Employee's Signature</u> *	<u>Date</u> *	<u>8A Subchapter IV/70A Code Section or DAS-HRE Rule 11 IAC Violated</u> **

* Required Information

** Must be completed if other than an 11 IAC 61.2(6) Appeal

State the issue involved and the date the incident took place:

Remedy Requested:

IF THE ISSUE INVOLVES SUSPENSION, DEMOTION, DISCHARGE, OR REDUCTION OF PAY WITHIN GRADE OF A MERIT SYSTEM COVERED EMPLOYEE WITH PERMANENT STATUS, THIS FORM MUST BE SUBMITTED TO DAS-HRE AT STEP 3 WITHIN SEVEN (7) CALENDAR DAYS AFTER THE EFFECTIVE DATE OF THE ACTION. SEE DAS-HRE RULE 11 IAC 61.2(6).

This form may be faxed to 515-242-6450, hand delivered to DAS-HRE or mailed to:
Director, Iowa Department of Administrative Services – Human Resources Enterprise,
1305 East Walnut, Des Moines, Iowa 50319.

**The Iowa Department of Administrative Services – Human Resources Enterprise
Does Not Accept E-Mail Filings of Grievances.**

STEP 1 RESPONSE		
Supervisor's Signature <div style="border-bottom: 1px solid black; height: 1.2em; margin-top: 5px;"></div>	Date Received	Date Answered
<u>Disposition of Grievance:</u> <div style="height: 250px; border: 1px solid black; margin-top: 5px;"></div>		

STEP 2 RESPONSE		
Management Representative's Signature <div style="border-bottom: 1px solid black; height: 1.2em; margin-top: 5px;"></div>	Date Received	Date Answered
<u>Disposition of Grievance:</u> <div style="height: 250px; border: 1px solid black; margin-top: 5px;"></div>		

STEP 3 RESPONSE		
DAS-HRE Representative's Signature <div style="border-bottom: 1px solid black; height: 1.2em; margin-top: 5px;"></div>	Date Received	Date Answered
<u>Disposition of Grievance:</u> <div style="height: 100px; border: 1px solid black; margin-top: 5px;"></div>		